



DMCS AND THE MARINE CORPS ACTION TRACKING SYSTEM (MCATS)

**Admin Office for the
Director, Marine Corps Staf
Pentagon Room 5D772
697-1043/1049/1668**





MISSION STATEMENT

THE DIRECTOR, MARINE CORPS STAFF IS THE COMMANDANT'S EXECUTIVE OFFICER. HE DIRECTS, COORDINATES, AND SUPERVISES STAFF ACTIVITIES AT HQMC; AND PERFORMS SUCH OTHER DUTIES AS THE COMMANDANT MAY SPECIFICALLY DIRECT. HE PERFORMS THE DUTIES OF ASSISTANT COMMANDANT IN THE LATTER'S ABSENCE.



DISCUSSION TOPICS

- **DMCS ADMIN**
- **TRENDS**
- **MARINE CORPS ACTION TRACKING SYSTEM (MCATS) AND ROEs**



DMCS ADMIN

- **Location – Pentagon, 5D772**
- **Responsibilities**
 - Task all actions received from:

White House	CMC
OSD	ACMC
SecNav	JCS
HQMC Agencies	
 - Route/track documents to ACMC or higher
 - Track All Overdue Tasks
 - Maintain schedule for CMC Pentagon Conference Room
 - Miscellaneous (Marine Mail, Eagle Scout letters)



TIMELINE & EXTENSION GUIDELINES

REQUIREMENT

SECDEF/SECNAV
CMC/ACMC/DMCS GENERATED
LTRS FOR CMC SIGNATURE
MARINE MAIL
URGENT
STAFF REPLIES

TIMELINE

AS DIRECTED
10 WORK DAYS
10 WORK DAYS
30 WORK DAYS
2 WORK DAYS
10 WORK DAYS

EXTENSIONS

COORDINATE W/AGENCY ACTION OFFICER
ADMINO/CHIEF 5 WORK DAYS
SGS/MILSEC AS DETERMINED
ADMINO/CHIEF 10 WORK DAYS
SGS/MILSEC AS DETERMINED
ADMINO/CHIEF 5 WORK DAYS

OTHER NON-DMCS TYPE TASKERS NOT TASKED BY DMCS

Congressional Inquiries: OLA
Joint Staff: PP&O
IRS: P&R



TRENDS

OVER 60% OF PACKAGES RECEIVED REQUIRE CORRECTION

EXAMPLES OF DISCREPANCIES:

- Not completely staffed
- Lack supporting documentation
- Wrong format (Mr. Tabb will cover in detail)
- Not signed-off by Dept HQ, EA minimum
- Electrons not provided



MCATS RULES OF ENGAGEMENT (ROEs)

- **Implemented Feb 2003.**
- **Cross-Departmental Coordination.** Originating Dept A0 send package in MCATS to Dept EA/Rep for movement to another Dept via MCATS.
- **Route Sheets still required.**
- **Hard copy not reqr unless more than 40 pages.**
- **Ensure the title of response is the same as the task.**
- **Responses to tasks/document routes sent to DMCS will be in MCATS.**
- **Sensitive Material.** When preparing the Task/Doc Route mark the “Private” block. Only those personnel involved in the route can view – even when archived.



MCATS HELP DESK

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MCATS TRAINING

- ✓ MCATs Training Schedule Published Monthly by AR
- ✓ Training Conducted at Quantico (Marsh Center) and Navy Annex
- ✓ To schedule Training Contact:
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DMCS ADMIN STAFF

Room 5D772 - 697-1285/1668/1043

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